

A PUBLICATION OF THE NEW JERSEY DIVISION OF PENSIONS AND BENEFITS

About Your Retirement Check

All Funds

This fact sheet contains useful information about your New Jersey State-administered pension retirement payment; including mailing dates, how to report a lost or stolen check, direct deposit information, how to change your mailing address, and how to change your income tax withholding.

RETIREMENT CHECK MAILING DATES

Listed below are the dates indicating when retirement checks will be delivered to the United States Post Office. Please add several days to the mailing date that is shown for an approximate date of delivery to your home address.

Also listed below are Electronic Fund Transfer (EFT) effective dates for monthly retirement allowance payments. Payments are normally on the first day of the month, unless the first falls on a Saturday, Sunday, or State holiday. In 2006, alternate EFT effective dates occur on March 31, June 30, September 29, and December 29.

RETIREMENT CHECK MAILING DATES FOR THE YEAR 2006

CHECK DATE	MAIL DATE	EFT DATE
02-01-06	01-27-06	02-01-06
03-01-06	02-27-06	03-01-06
04-01-06	03-29-06	03-31-06
05-01-06	04-28-06	05-01-06
06-01-06	05-30-06	06-01-06
07-01-06	06-28-06	06-30-06
08-01-06	07-28-06	08-01-06
09-01-06	08-29-06	09-01-06
10-01-06	09-28-06	09-29-06
11-01-06	10-27-06	11-01-06
12-01-06	11-28-06	12-01-06
01-01-07	12-28-06	12-29-06

LOST, MISSING, OR STOLEN CHECKS

Every month, we get calls from retirees who have not received their pension checks. In most cases, the problem is just a delay in the delivery of the mail. Therefore, you should allow 10 days from the date of the check before considering it lost. However, if you did receive your check and it was subsequently lost, stolen, or destroyed contact us immediately.

To report a missing, lost, or stolen check call our Office of Client Services at (609) 292-7524 or mail a letter with the payee's name, address, Social Security number, and the check date to the New Jersey Division of Pensions and Benefits, Pension Payroll Section, PO Box 295, Trenton, NJ 08625-0295. You can also send an e-mail to:

pensions.nj@treas.state.nj.us

The Division will send you a letter of non-receipt for your signature and begin to process a replacement check once your signed letter of non-receipt has been returned to the Division.

Better yet, avoid the possibility of a lost check altogether and guarantee the availability of your pension money by the first of the month by signing on for Electronic Fund Transfer of your retirement allowance to your bank account.

ELECTRONIC FUND TRANSFER SAVES TIME AND PREVENTS DELAYS

Electronic Fund Transfer (EFT) — also known as Direct Deposit — is an easy, convenient way to ensure that your monthly retirement check arrives automatically at your bank. Since deposits occur electronically, there is no need to wait for the check to arrive in the mail, and you can pay your bills on time. The extra trip to the bank to cash your check or make a deposit is also eliminated. In this way, EFT can save you time, and your money is available on time, every month. Sixty-eight percent of our retirees already use EFT.

It's easy to start EFT for your pension check. First, choose a bank that provides Electronic Fund Transfer for its customers. Most banks now perform this service. Next, obtain and fill out an *Authorization for Direct Deposit* form. The authorization form is available by contacting the Division of Pensions and Benefits, or over the Internet at: www.state.nj.us/treasury/pensions

After you sign up for EFT, you will receive a *Statement of Allowances and Deductions* when your first monthly pension allowance is directly deposited to your account. Like a check stub, the *Statement of Allowances and Deductions* shows your monthly pension allowance, and includes all of the amounts credited to and deducted from your pension. Keep your initial statement as a guide to what is added to or deducted from your retirement allowance. New statements are not mailed to EFT recipients unless one of the following items change:

- Your monthly retirement allowance
- Your deductions
- Your bank account
- Your name
- Your address

If any of these changes occur, you will receive a statement for that month with a message that explains the change. Changes in allowance or deductions are marked with an asterisk (*) next to the dollar amount to highlight what has changed. All EFT participants also receive a December 1 statement which shows year-end totals.

A typical schedule for the *Statement of Allowances and Deductions* for all retirement allowance recipients is shown in the box below.

ALLOWANCE AND DEDUCTION INFORMATION OVER THE PHONE

If you misplace the last *Statement of Allowances and Deductions* or check stub you received and need to verify your allowances and deductions, you can call our Automated Information System to

obtain this information. Just call (609) 777-1777 — 24 hours a day, 7 days a week — from a touch-tone phone. After the initial prompt, enter your Social Security number and verify that it is correct. Next, choose selection number 3, "retirement information." Then choose selection 3 after the next prompt, "statement of your allowances and deductions."

UPDATING YOUR HOME ADDRESS

Informing the Division of a change of address helps to ensure that you will receive your monthly pension check at your new address without delay.

STATEMENTS OF ALLOWANCES AND DEDUCTIONS IN A TYPICAL YEAR

January 1 - Since federal tax withholding tables change January 1, most retirees who have federal tax withheld receive a January 1 statement showing any new withholding amount. If you have a health benefit deduction or receive Medicare Part B reimbursement, your January 1 statement will show any change in these amounts. EFT recipients would not otherwise receive a statement unless there was a change in the items listed at left.

February 1 - If eligible, you will receive an annual Cost-of-Living Adjustment (COLA). A statement will be mailed to EFT recipients because the total payment will have changed (for more information, see Fact Sheet #18, *Cost-of-Living Adjustment*).

March 1 - November 1 - EFT recipients will not receive another statement until December 1, unless there is a further change in any of the five items listed at left.

December 1 - The statement contains year-end totals that will allow you to start to prepare income taxes prior to the receipt of a *Form 1099-R* at the end of January. Please note that your income taxes are based solely on date printed on the statements by the Division (from January 1 to December 1), not the date in which you receive it via mail or EFT. This statement is issued to all EFT recipients each year.

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AUTOMATED INFORMATION SYSTEM

To Hear Your Current Check Information

Dial - (609) 777-1777

Enter Your Social Security Number



To Request Retirement Information



To Hear Current Check Information

There are several ways to update your home address information with the Division:

- Write to Pension Payroll, Division of Pensions and Benefits, PO Box 295, Trenton, NJ 08625-0295. Include your name, Social Security number or retirement number, both the old and new addresses, the date of the move, your daytime telephone number, and your signature;
- Call (609) 292-MOVE, or (609) 292-6683. Please have your Social Security number or retirement number on hand;
- Use our Internet Change of Address form. Go to the Division's Web site at: www.state.nj.us/treasury/pensions and click on "Online Change of Address for Retirees." Enter the information requested and hit "Submit."

If you are enrolled in retired State Health Benefits Program (SHBP) coverage, notifying the Division of your new address, will also update your address information with the SHBP. However, SHBP members who do not receive a monthly pension check cannot use the Internet Change of Address form and must call or write the Division.

**ADJUSTING THE FEDERAL OR STATE
INCOME TAX WITHHELD FROM YOUR
PENSION ALLOWANCE**
Federal Income Tax

To change the amount of federal income tax withheld from your pension payment, use the federal income tax withholding *Form W-4P*. This form asks whether you are single or married, and the number of allowances you wish to claim. As the federal government requires, the federal tax tables are applied to the marital status and number of allowances that you indicate on the withholding form and the gross allowance you receive, to determine how much tax is withheld. The "Federal Exemptions" box on your *Statement of Allowances and Deductions* shows the federal tax filing status you currently have on file. For example, M002 means you have indicated that you are married with two allowances, while S001 would mean single with one allowance.

If you wish to have more tax withheld than the tax tables require, there is an "Optional Additional Deductions" box on the form, in which you can enter the amount you want withheld in addition to the amount required by the tax tables. If you never entered a figure in this box previously, and you want to increase your federal withholding tax by \$20, simply enter \$20 there. However, if you previously asked for an additional \$50 to be withheld, and you now want to increase that by \$20, you must enter \$70 in the additional amount box, not \$20, since that amount will replace the additional amount you had previously requested.

If you are not sure if you previously requested "Optional Additional Deductions" be withheld, you should contact the Division of Pensions and Benefits to determine this — your *Statement of Allowances and Deductions* does not indicate if additional withholding is currently in effect.

New Jersey State Income Tax

Adjusting your New Jersey income tax withholding is simpler. On the **New Jersey Form W-4P**, specify the dollar amount you want withheld each

month. That figure will replace any figure you had previously requested.

Additional Tax Information and Forms

See Fact Sheet #12, *Taxation of Retirement Benefits*, for more information about how your benefit is taxed.

The Division of Pensions and Benefits cannot offer tax advice. If you need specific advice on completing the federal *Form W-4P*, please call the

IRS at 1-800-TAX-1040. For advice regarding the *New Jersey Form W-4P*, call the New Jersey Division of Taxation at 1-800-323-4400.

Federal and New Jersey *W-4P* forms are also available from the Division's Internet site at: www.state.nj.us/treasury/pensions Find the "Forms and Publications" link on the home page to go to the link for the federal *Form W-4P* or the *NJ-W-4P*.

This fact sheet has been produced and distributed by:

**New Jersey Division of Pensions and Benefits • PO Box 295 • Trenton, New Jersey 08625-0295
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This fact sheet is a summary and not intended to provide total information.
Although every attempt at accuracy is made, it cannot be guaranteed.